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**CATALOG OF COURSES**

**OFFICE OF TRAINING**

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P R E F A C E

This catalog includes all of the courses offered by the Office of Training (Special) and is presented for your information in order that you may review the general content and objectives of these courses.

It may also be of value when consulted by those who are planning training for personnel under their jurisdiction.

A list of courses offered by the Office of Training (General) will be presented at a later date.

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Director of Training

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CATALOG OF COURSES  
OF THE  
OFFICE OF TRAINING

A résumé of the program of current instruction and instructional capabilities of the Office of Training (Special) is provided on the following pages.

Each course listed in the Table of Contents is treated as follows:

1. Each course is identified by a number to facilitate reference to related courses.
2. Each course is identified by its official title.
3. Where applicable, the length of each course is stated.
4. The prerequisites for each course are stated. The basic prerequisite for each course is TOP SECRET clearance.
5. The location of the course is given. Courses not conducted in the Headquarters area are designated by "covert training site." Students electing any of these courses should begin immediately to consider their departure from the Headquarters area and the ramifications of that departure.
6. The minimum and maximum enrollment for each course is listed. Minimum enrollment represents the number of students required for the presentation of a course.
7. The general content of each course is described.

A five-month schedule of TR(S) courses is appended. New or revised schedules will be forwarded accordingly.

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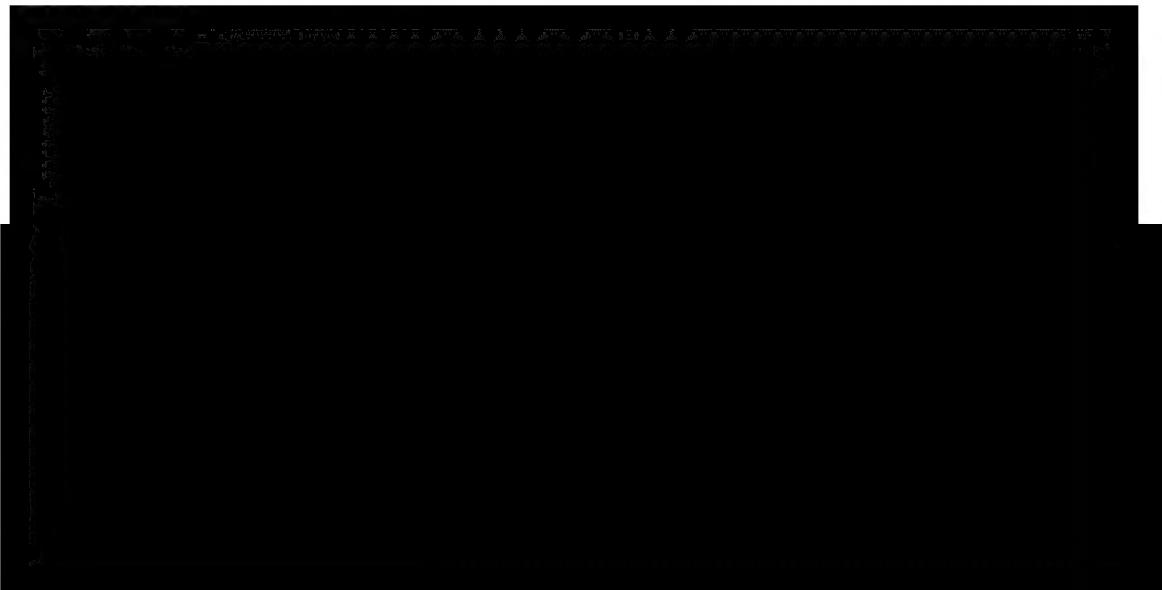
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I-A

BASIC TRAINING PROGRAM

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I-B

ADMINISTRATIVE TRAINING

The Office of Training (Special) offers two separate courses in Administration, one intended primarily for clerical employees and administrative assistants, and one designed for the training of Administrative Staff and Support Staff personnel. The latter includes one week's study of basic tradecraft to acquaint the

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II-A

HEADQUARTERS TRAINING

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II-A-3

COMMUNIST PARTY OPERATIONS

Length	Two weeks
Prerequisites	<ol style="list-style-type: none"><li>1. TOP SECRET clearance</li><li>2. Basic Training Program or its equivalent in Field or Headquarters experience</li><li>3. Successful completion of one other course of Advanced Training</li></ol>
Enrollment	6 to 20 students
Location	Headquarters area

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This course provides staff personnel with background and understanding of the World Communist Movement which will be adequate for

movement. Throughout the course, emphasis is given to the generally valid aspects of Party policy, which are tactics, administration, organization, and action.

The lectures and seminars give the student a basic orientation to Communism. Essentials of the ideology, its basic terminology, and the current operational objectives of the staff components all conduce toward relating the study of Communism to the needs of this organization. The course analyzes the structure and function of Party organs, from the development of cadres, through propaganda and finance, to a special study of the aspects of Communist clandestine operations, such as military, intelligence, and the underground.

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Films are shown to illustrate the material covered in lectures and discussions.

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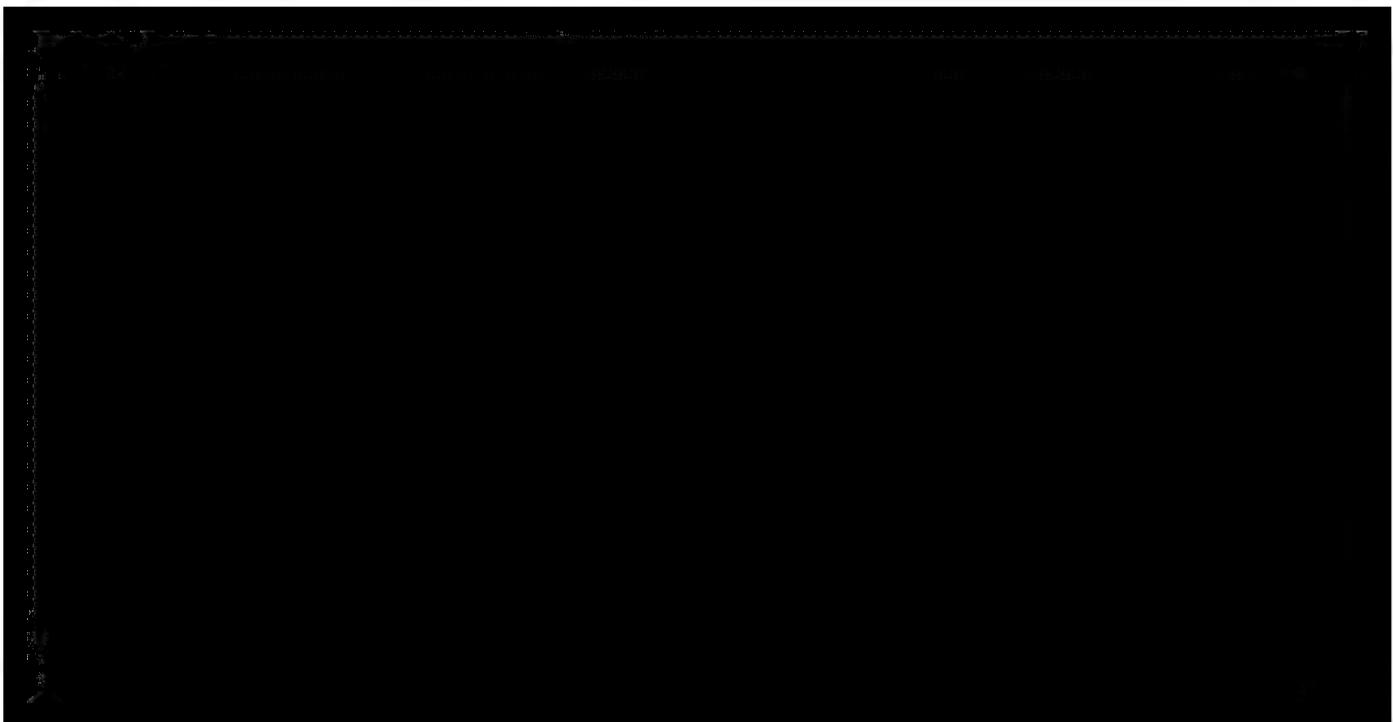
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REPORTS

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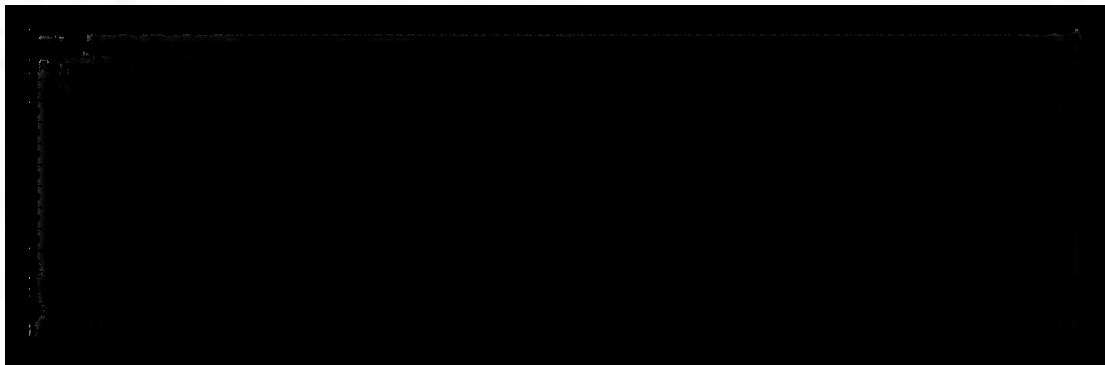


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II-A-7

ORDER OF BATTLE

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This course is designed to familiarize staff personnel with the structure and character of the Communist Armed Forces. Particular emphasis is given to those of the Soviet Union. Principal methods of instruction are seminars and directed reading. Much of the latter is concerned with those Communist Armed Forces which lie in the student's area of interest. Lectures, films, and study familiarize the student with the basic briefing materials on this subject which are available to Headquarters and Field.

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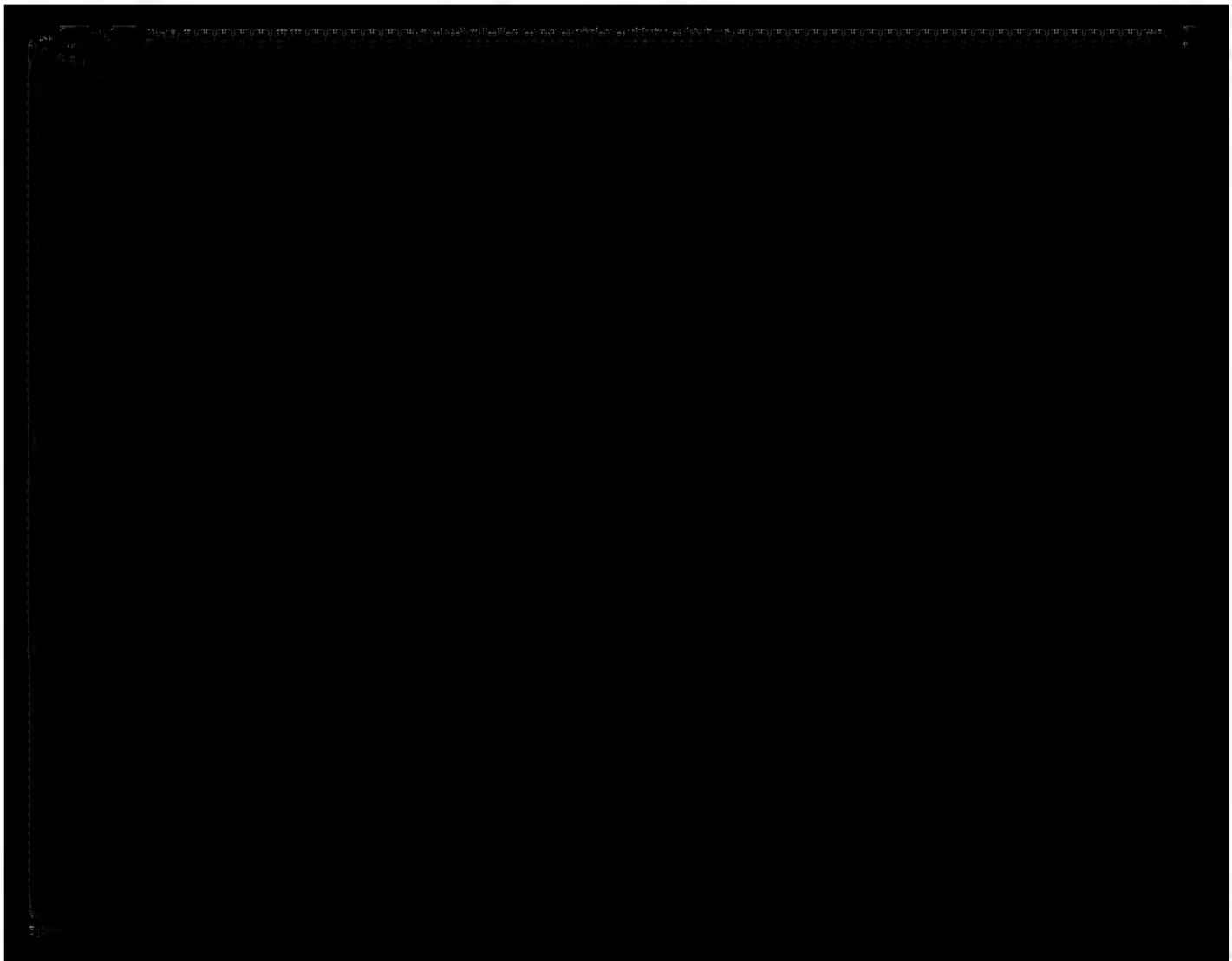
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INSTRUCTOR TRAINING

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II-B

FIELD TRAINING

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III.  
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S-E-C-R-E-T

REVISED LONG-TERM SCHEDULE --- CS TRAINING COURSES

1954

COURSE TITLE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BTP I	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
BTP II	x x x x x		x x	x x x		x x x NOTE
BTP III		x x x x x		x x x x x		
ADM SUP	x x x		x x x		x x x	
ADM		x x		x x		
*SAB					x x x x	
*CFA	x x x x			x x x x		
*RO			x x	x x		
*EE		x x			x x	
CPW			x x	x x x x x	x x x	
**CPO		x x x	x x x		x x x	
OB			x x			x x
CE	x x		x x	x x		x x
ACE		x x		x x	x x	
*STB	x x x				x x x	
OSC		x x	x x		x x	
AO			x x x x	x x x x x		
MO			x x x x	x x x		
WPSOC			x x x x	x x		

\* Tentative. Will not be offered unless sufficient interest and enrollments.

\*\* Required Preliminary Reading.

NOTE: Course beginning 29 November will be resumed on 3 January 1955.

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**TITLE** Agency Indoctrination Course  
**OBJECTIVES** Basic coverage of substantive and organizational  
intelligence material.  
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This course is designed to familiarize new personnel and guests from the IAC with the growth of the American intelligence system, showing the development of the Agency and the current relationship of all agencies of the IAC to the National Security Council. It also includes an explanation of significant terms peculiar to the system of intelligence and the responsibilities of Offices in the Agency. Interrelationship of functions and responsibilities among all Offices, and the overt and clandestine features of the Agency are stressed.

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**TITLE** Agency Orientation Course

**OBJECTIVES** Broaden comprehension of Agency personnel with respect to the total intelligence process and the national intelligence community.

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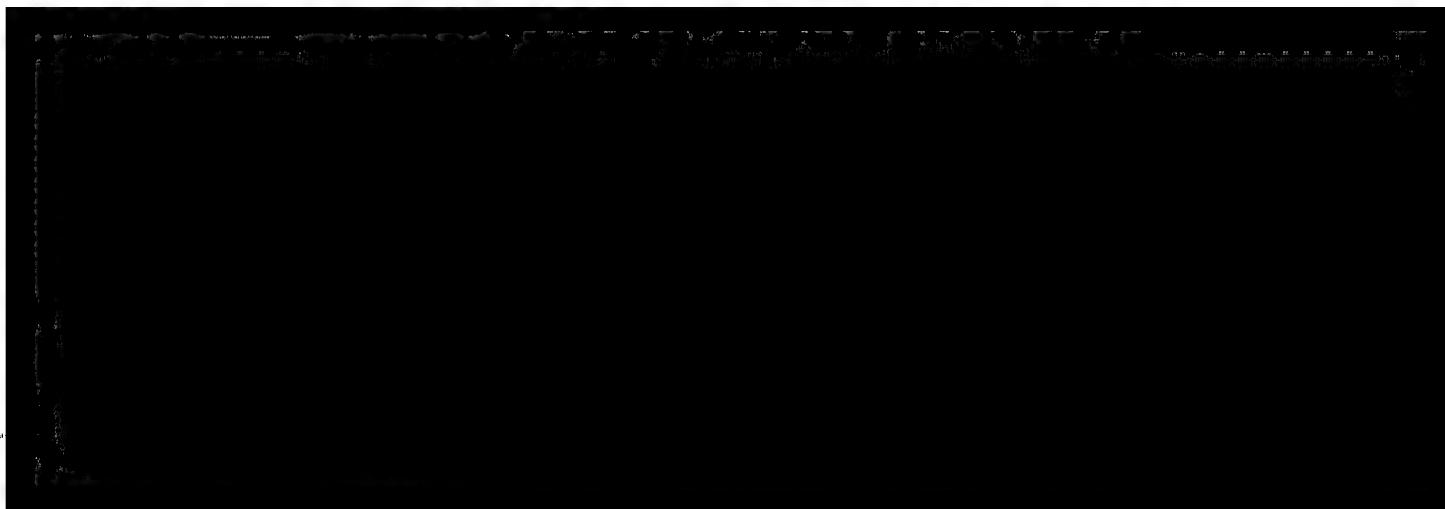


The Agency Orientation Course is mandatory once every three years for all persons above GS-5. Key officials of the Agency and guests from the agencies of the IAC or from the policy level of Government, present lectures or participate in panel discussions on various aspects of substantive intelligence, of intelligence organization, and of intelligence liaison and coordination. Lectures on security, support functions, and the relationship between intelligence and policy are included in the course.

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<b>TITLE</b>	Course on World Communism
<b>OBJECTIVES</b> 25X1A14a	History, theory, structures and organizations, strategy and tactics, and operations of Communist Parties.



Emphasis is placed on aspects of Party principles, strategy and tactics, functions, structures, organizations, and operations. Lectures and discussions are designed to give students a comprehensive knowledge of World Communism. Specific attention is focused on basic terminology and essentials of ideology in relation to current operational objectives of Agency staff components. The course analyzes the structures and functions of Party organs and parallel apparatus, including development of cadres, propaganda, and finance. Special study is devoted to aspects of Communist clandestine operations, i.e., military, intelligence, and the underground.

Training aids, including charts and films, illustrate the material covered in lectures and discussions.

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Agency Management Courses

Human Resources Program

Management Course A

Management Course B

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**TITLE** Human Resources Program

**OBJECTIVES** Basic supervisory training for supervisors on-the-job at all levels of responsibility in the Agency, with attention to human relations factors that are fundamental in effective management.

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The Human Resources Program is a discussion of the elementary principles of effective management within the context of the management problems of Agency supervisors.

The program is presented within major organizational components for groups of supervisors with approximately the same levels of supervisory responsibility, beginning at the top level of an office and extending to first line supervision. In addition to four 1-hour group meetings and 1/2-hour conferences between the discussion leader and each member of the group, there are follow-up group meetings as requested by the office in which the program has been conducted.

<b>TITLE</b>	Management Course A
<b>OBJECTIVES</b> 25X1A14a	Effective management at the Branch Chief supervisory level



The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks, in half-day sessions so that participants may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

**TITLE** Management Course 3  
**OBJECTIVES** Effective management at the level of the first-line supervisor  
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The course is for supervisors directly responsible for personnel at the first working level, and for personnel whose projected assignment will require this.

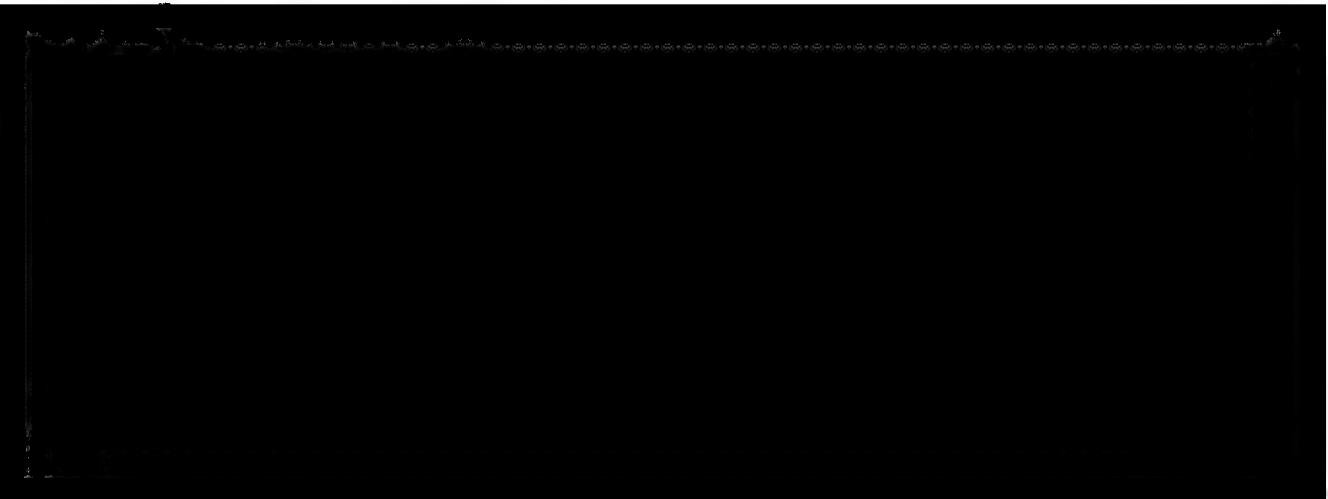
The course content includes: reading, lectures, and group discussions of problem cases. Through these means, the students gain an understanding of the functions of the supervisor in formal and informal organization within the Agency. Students apply basic principles of sound human relations to Agency situations, and make more effective use of available management tools and procedures under working conditions.

Advanced Management Programs

Introduction

American businessmen have gone to the universities for help in studying the problems inherent in the growth of huge corporations. The responsibilities undertaken by both business and Government executives in our generation far exceed the expectations of fifty years ago. One result has been the inauguration of intensive training courses and seminars for men in senior executive positions, which are now conducted on nearly a dozen university campuses. The objective of these courses is to make the corporation executive a better man for his job and to prepare him for the assumption of still greater responsibility. Courses range in duration from six to twelve weeks and are held variously from once to four times a year.

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**Advanced Management Courses**

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## LANGUAGE AND AREA STUDIES

### Introduction

Familiarity with the history, thought, and customs of foreign peoples and ability to use their languages are essential equipment of individuals in the business of foreign intelligence. Agency-sponsored training in language and area studies exists because the effectiveness of every intelligence officer or other person dealing with foreign peoples and with foreign intelligence depends as much on his possessing appropriate knowledge in these fields as on his professional or technical knowledge. Intelligence personnel of allied and enemy intelligence services are systematically trained for years in language and area studies to equip them to deal with intelligence problems and foreign intelligence personnel, including those of CIA.

The quantity and type of desirable knowledge vary considerably for different individuals and depend on the assignments and functions with which they are charged. Programs of the Agency are designed to meet all degrees of need. These range from orientations, or indoctrinations, in language and area to solid academic programs designed to provide fluency in a foreign language and the basis for ultimate qualification as area specialists. It is recognized, however, that attainment of rounded fluency in a language requires from 2-3,000 hours of study in the easier languages and from 6-10,000 hours in the more difficult languages, and that development of a qualified language and area specialist requires from three to five years of graduate-level academic training and, in addition, five to ten years of experience involving systematic acquisition of knowledge about the area.

Facilities for providing required knowledge in these fields to Agency employees consist mainly of regular courses conducted by the Office of Training, supplemented by the Agency's language laboratory -- one of the best in the United States -- and regular courses available at other Government training centers and at universities especially equipped to provide specialized training in languages and foreign area studies. Through careful and planned selection and use of these existing training programs, it is possible to meet all except the most unusual real needs of the Agency. In addition to a great variety of part-time programs, this includes approximately one hundred full-time intensive courses in nearly forty languages, and thirty to forty integrated area-language programs. Scheduled facilities in the Washington area alone,

including courses within the Agency, are capable of meeting many needs for intensive training and most needs for part-time training.

The listing of courses and programs set forth herein represents:

Section A - The current internal capabilities of the language training program conducted within the Agency.

Section B - List of languages in which intensive full-time training is available.

Section C - List of full-time (3-24 months) area-language programs conducted by or for Agency personnel.

Section D - List of principal integrated area-language programs at U.S. universities.

These lists are not all-inclusive. Language and area training may be pursued at nearly all U.S. universities and at many abroad. Virtually no programs or courses are identical even though the subject may be the same. Final selection of institution, and determination of program, are made by the Office of Training on a basis of the stated objectives for training. It is expected that most needs for language and area training will be met by courses and programs described in the following sections, or by other programs later announced by the Office of Training. Only where required training is not obtainable through any of these programs, and is not available through other scheduled courses in academic institutions, should special, unscheduled programs be developed.

Requirements for enrollment in language training are set forth in memorandum from the Director of Training to Training Liaison Officers, 14 May 1954, "Arranging for External Language Training."

**Section A**

**The current internal capabilities of the  
language training program conducted within the Agency**

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## CATALOG OF COURSES

## OFFICE OF TRAINING

# RI/ARCHIVES

**TR CATALOG OF COURSES NO. 2-B**

OCTOBER 1953

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